



Lamar University – M.Ed. in Educational Technology Leadership

Field-based Activities Monthly Report: Log

Instructions: Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

Date: <u>June 1, 2011</u>		Total Internship hours at the start of the month:	300
Week	Functions	Description	Hrs
1	Week's Activities	Use ICore with students and teachers to integrate current technologies into Core curriculum. Assist teachers with implementing and managing ICore. Serve as Technology Integration mentor (TIM) with content integration and teacher support.	3
	Standard/Indicator	TF-II.E	
	Communication with Site Mentor	Face-to-Face and Email	
2	Week's Activities	Support, develop, facilitate, and use Web 2.0 technologies in order to provide mentoring and integration of technology on our campus. Research, identify, model, and apply concepts and methods to integrate technology into Core Curriculum. Discuss, evaluate, and integrate 21st Century teaching methods and technologies. Assist students and teachers with technologies. Participate in and facilitate continued professional development. Collaborate with students, staff, district, and community on technology integration and related issues to technology.	16
	Standard/Indicator	TF II.F	
	Communication with Site Mentor	Face-to-Face and Email	
3	Week's Activities	Research ways to improve our TELPAS/RPTE ratings. Collaborate with staff and district to analyze methods for improvement. Attend training on TELPAS/RPTE. Prepare computers, teachers, and students for online TELPAS/RPTE testing and	12

		administer the test. (4 Hours) Recruit at least 2 teachers to participate in my online wiki. Create a team activity to allow collaboration over current technology and how to use our campus technology effectively. (8 Hours)	
	Standard/Indicator	TF IV.A; TF V.D	
	Communication with Site Mentor	Face-to-Face, WIKI, and Email	
4	Week's Activities	Create, maintain, and update the Campus Instructional Calendar using Google Calendar. Develop a flexible schedule for technology integration that allows me to provide in-class support on a regular basis. Collaborate with staff on calendar contents and provide staff development on how to use and implement the contents on the calendar. Develop and implement activities that will allow our campus to improve on technology use through a flexible schedule.	16
	Standard/Indicator	TF-VIII.B	
	Communication with Site Mentor	Email, WIKI, Phone, and Face-to-Face	
5	Week's Activities	N/A	0
	Standard/Indicator		
	Communication with Site Mentor		
Hours worked this month:			47
Total Internship hours to date including this month:			347